

**Better Tomorrows Early Childhood Iowa Area Board**  
**Minutes of Meeting: February 1, 2017**  
**Tama County Public Health Office, 12:00 p.m.**

**Members Present:** Ron Buch, Becky Heeren, Richard Arp, Frank Albertsen, Kecia Appleby, Jenny Hulme, Pastor Brian Oliver, Kathy Koehn and Melissa Smith.

**Members Absent:** Larry Vest and Dean Close.

**Others Present:** Dana Sanders – Horizons, Carrie Soddors – MICA, Loretta Wuerdeman – Iowa Child Care Resource & Referral, Laura Kopsa – Better Tomorrows Fiscal Agent, Lori Johnson – ECI Co-Director and Heidi Schminke – ECI Co-Director.

1. **Call to Order/Establish Quorum:** Chair Ron Buch called the meeting to order at 12:05 p.m. and introductions were made.

*Kathy Koehn and Richard Arp arrived at 12:07 p.m.*

Quorum achieved with 9 of 11 members present.

2. **Approval of Minutes:** Melissa Smith made a motion, seconded by Becky Heeren **to approve the November 2, 2016 board meeting minutes as presented.** Motion passed unanimously.
3. **Financial Report:** Lori Johnson reviewed the financials she noted funds should be 50% unexpended and are currently 54% unexpended. Richard Arp made a motion, seconded by Pastor Brian Oliver **to approve the financials as presented.** Motion passed unanimously.
4. **Co-Director Reports:** Heidi Schminke gave an overview of agenda items from both the State Director meeting and ECI Stakeholder meeting. Lori Johnson mentioned that it is anticipated that our ECI area will be receiving 3-5% cuts in FY '17 and it is projected that for FY '18 the area could potentially receive cuts totally approximately \$22,000. There has been no official word on these cuts.
5. **Horizons Report:** Dana Sanders reported that both home visitation workers for Benton County had attended the Family Development Specialist Training in Des Moines. They have been busy collaborating with community members. Currently there are no families on a waiting list.
6. **MICA Report:** Carrie Soddors reported that their program is reviewing the quarterly data from DAISEY. There have been just a few issues with the new system. Staff member, Kelly Duncomb, has been trained in Positive Solutions for Families which can be adapted to home visits. Currently there are families on a waiting list.
7. **Tama County Nest Report:** No report.
8. **Tama County Public Health and Home Care Report:** Lori Johnson reported that the home visitation program has been busy adding prenatal visits to the program in addition to the post-natal visits. The program has seen an increase in high risk pregnancies as well as more Hispanic families participating in the program.
9. **Kirkwood Report:** No report.

10. **QECE Report:** No report.
11. **Other Report:** Loretta Wuerdeman noted that her program has been busy ensuring that child care providers receive the required Essentials Training that must be completed by the end of the year.
12. **Board Liability Insurance/Property Insurance:** Lori Johnson requested approval to have the Vice-Chair sign the insurance renewal when the bill is received. Pastor Brian Oliver made a motion, seconded by Melissa Smith **to approve having Vice-Chair sign the liability/property insurance renewal.** Motion passed unanimously.
13. **Approve Funding Sub-Committee Recommendations:** The group reviewed the minutes from the funding sub-committee that met prior to the board meeting. They recommended the following:  
  
**New Early Childhood Funding Formula:** The committee is recommending the board support Option 7. Discussion was held. Becky Heeren made a motion, seconded by Kecia Appleby **to approve support of Option 7.** Motion passed unanimously.  
  
**Budget Cuts:** The committee recommendation is to reduce Horizons \$2,472 and MICA \$1,872, which would be a 2% cut to each program, eliminating the rest of the Kirkwood provider classes for the year (March-June) totaling \$2,000, freezing acceptance of any new preschool tuition requests which would save \$6,915, reducing administrative office expenses by \$1,933, reducing QECE by \$2,976, reducing The Nest by \$893, and increasing dollars to the TCPH home visit by \$2,826 to cover the shortfall based on needs. These cuts/reallocations would free up \$16,235. Discussion was held. Richard Arp made a motion, seconded by Kathy Koehn **to approve the budget cuts and reallocations as proposed by the committee.** Motion passed unanimously.  
  
**RFP Application for FY '18:** Recommendations for the application included that the RFP deadline for submission be April 17, 2017, adding contract language allowing for potential budget cuts be included in the application and that the sub-committee meet with home visitation programs to discuss per visit fees. Discussion was held. Pastor Brian Oliver made a motion, seconded by Melissa Smith **to approve RFP Application recommendations made by the sub-committee.** Motion passed unanimously.
14. **Approve Fiscal Agent for FY '18:** The group discussed retaining the Tama County Auditor as Fiscal agent for FY '18. The rate would remain the same for FY '18. Frank Albertsen made a motion, seconded by Kathy Koehn **to approve retaining the Tama County Auditor as the Fiscal Agent for Better Tomorrows.** Motion passed unanimously.
15. **Approve Employer of Record for FY '18:** The group discussed retaining Central Iowa Juvenile Detention Center as Heidi Schminke's Employer of Record. It is anticipated there would be no increased fee for FY '18. Kathy Koehn made a motion, seconded by Jenny Hulme **to approve retention of Central Iowa Juvenile Detention Center as the Employer of Record for Heidi Schminke.** Motion passed unanimously.
16. **Approve Retention of Co-Directors for FY '18:** The group discussed retention of the Co-Directors. Melissa Smith made a motion, seconded by Kathy Koehn **to approve retaining Heidi Schminke and Lori Johnson as Co-Directors.** Motion passed unanimously.
17. **Other Business:** Heidi Schminke mentioned that Better Tomorrows would soon begin its Needs Assessment planning. Volunteers were requested to serve on the committee. Kathy Koehn, Melissa

Smith and Jenny Hulme along with the Co-Directors will meet prior to the next board meeting to begin work on the assessment.

18. **Public Comments:** None noted.

19. **Adjourn:** Jenny Hulme made a motion, seconded by Richard Arp **that the meeting adjourn.** Motion passed unanimously. Meeting adjourned at 12:40 p.m.

The next meeting will be held at 12:00 p.m. on April 5, 2017 at the Kirkwood Vinton Center.

Respectfully submitted,

Heidi Schminke  
Co-Director